

# **COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION**

## **Minutes of Public Meeting**

**December 12, 2000**

The meeting of the Colusa County Children and Families Commission was called to order at 3:10 p.m. in the Morse Conference Room at the Colusa Library, 738 Market Street, Colusa, California by Commissioner Scofield, Chair. Commissioners Delores Gomez, Nolan Gonzales, Barbara Hankins, Nancy Parriott, and Christy Scofield were present, constituting a quorum.

Items discussed in accordance with the publicly posted agenda were as follows:

1. Approval of Minutes: November 14, 2000 Meeting and Public Hearing

Minutes were reviewed. Commissioner Scofield suggested a revision to item 7 to read,  
...an informal process that would use a Request for Application (RFA).  
...The Commission will ask for support for a consultant to help compile samples of materials from other counties for an application process that fits the needs of Colusa County.

Commissioner Hankins moved to accept the minutes as revised; motion seconded by Commissioner Parriott. The motion was passed unanimously by voice (5/0).

2. Review outstanding invoices and approve payment of expenses

An invoice and monthly status report was presented for Social Entrepreneurs, Inc by Commissioner Scofield, for consulting services rendered to Colusa County Children and Families Commission. The total invoice amount is \$2582.76.

Charlette Lauppe presented an invoice claim for A to Z Consulting for expenses related to services rendered during the month of November 2000 for Colusa County Children and Families Commission. The total invoice amount is \$305.97.

Commissioner Hankins reviewed the Monthly Financial Report, and asked why it did not reflect deposits in the Children and Families Trust Account after September 2000. Ms. Lauppe stated that she is meeting with Peggy Scroggins, Auditor's Office on Wednesday, December 20, 2000 to review Commission accounts. She will work with the State Commission to request information on actual fund allocations, and track dates to assure that all funds sent by the state have been received and posted to correct accounts.

Ms. Lauppe announced that an Expense Claim Report blank was included in each Commissioner's Meeting Packet to assist Commissioners with reimbursement claims.

Commissioner Parriott moved to pay both claims as presented; motion seconded by Commissioner Gomez. The motion was passed unanimously by voice (5/0).

3. Report from Executive Director

Executive Director report was given by Charlette Lauppe. Ms. Lauppe presented the attached written report to the Commission, and an oral overview stating that significant progress has been made to implement Proposition 10 at all levels during the last month.

Ms. Lauppe's report included that the Commission has a fully functioning office located at the Yuba College Career Resource Center (CRC) One-Stop 570 6<sup>th</sup> Street in Williams.

The Colusa County Children and Families Website was updated with new address and contact information. Future updates to the Website will be made, as information becomes available.

The New Parent's Kit Pilot Program has been received quite well. A report to Nicole Kasabian Evans, Project Coordinator included information from parents and agencies receiving Kits for review. The Advisory Committee will be asked to participate in the selection of local information to be added to the Kits before wide distribution to the public in April or May 2001. Ms. Lauppe stated that Spanish speakers commented that they especially liked the professional format for Spanish Kits because often times when resources are translated, the copy quality of materials creates a less attractive format. Comments by participants in the Pilot reflected that they liked the English and Spanish video format, and the more current material contained in the videos. The Kits were well received and many agencies state that they look forward to using the Kits as a training resource for new parents.

Ms. Lauppe reported that she met with several agencies and organizations during the month. The focus of several meetings was to discuss future Family Resource Centers for all communities in Colusa County. She met with a committee to develop a community resource directory. The project is directed by Roy Martin, Small County Initiative. A collaborative effort on this project will assist with communication of services and resources available to all Colusa County Citizens, and will act as a cross-training tool between agencies for staff.

The Commission is ready to begin the next step in the Fund Allocation Process as detailed in the Strategic Plan. Ms. Lauppe reported that she is working with Prop 10 Technical Assistance (TA) Center, Cindy Keltner, to request consulting services from Mike Smith, SEI to assist with development of this process through 2000, and through March or April 2001.

Letters were mailed to 46 Advisory Council members giving them an update on Commission activities since their last meeting in May 2000. The letter thanked them for all their hard work and invited them to continue as Advisory Council members.

The Executive Director's agreement has not been finalized. Commissioner Scofield is working with Colusa County Counsel on the wording of the document and will bring it for review before the Commission.

Ms. Lauppe attended The San Mateo County Prenatal to Three Initiative: Lessons Learned on Promising, Practices for Home Visiting and Family Support on behalf of the Commission. She reported that it was an excellent workshop and brought handouts that were included in the Commissioner Meeting Packets.

On behalf of the Commission, Ms. Lauppe attended the Association of California County Children and Families Commission Executives in Redding on November 15, 2000. Minutes of that meeting are attached.

November 16, 2000 Ms. Lauppe attended the California Children and Families Commission meeting on behalf of the Colusa County Children and Families Commission. Minutes of that meeting are attached.

4. Report on state-level events and issues

Ms. Lauppe included the report on state-level events and issues in the Director's Report.

5. Consider an amendment to the consulting services agreement with Social Entrepreneurs, Inc. (SEI) for continuation of support services to the Commission

No action taken on this item. Mike Smith, SEI has been approved through Prop 10 Technical Assistance Center to act as consultant to Commission to develop Funding Allocation Process as instructed in Strategic Plan.

6. Public comment and unscheduled matters

Roy Martin, Small County Initiative and Kay Sharpe, Colusa County Health and Human Services stated they were glad to attend the meeting, and had no further comment.

7. Closed Session: Discussion of contract for Executive Director services

8. Approve contract with Charlette Lauppe to provide Executive Director services

Commissioner Parriott moved to approve Agreement for Professional Services with A to Z Consulting, Charlette Lauppe contingent upon Colusa County Counsel, Don Stanton approval; Motion seconded by Commissioner Hankins. The motion passed unanimously by voice vote (5/0).

9. Set dates and location for upcoming meetings

Next meeting of Children and Families Commission will be Tuesday, January 9, 2000 from 3:00 to 5:00 p.m. at the Morse Conference Room, Colusa Public Library, 738 Market Street, Colusa.

10. Adjournment

Meeting was adjourned at 4:50 p.m.

**Minutes recorded and prepared by Charlette Lauppe, A to Z Consulting.**

Attachment A: December 12, 2000 Colusa County Children and Families Monthly Financial Report

Attachment B: December 12, 2000 Executive Director's Monthly Report

Attachment C: November 15, 2000 Minutes of the Association of California County Children and Families Commission Meeting

Attachment D: November 16, 2000 Minutes of the California Children and Families Commission Meeting